



# USAID | UZBEKISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 47/2021  
**ISSUANCE DATE:** December 2, 2021  
**CLOSING DATE/TIME:** December 23, 2021

**SUBJECT:** Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)  
Program Development Assistant, FSN-9, USAID/Uzbekistan, Tashkent

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

**Melinda Roberts**  
**USAID/Uzbekistan Executive Officer**

## ATTACHMENT TO SOLICITATION NO. 47/2021

### **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 47/2021
- 2. ISSUANCE DATE:** December 2, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 23, 2021 (6 p.m. Tashkent time)
- 4. POSITION TITLE:** Program Development Assistant, FSN-9
- 5. MARKET VALUE:** \$ 28,209 - \$36,529 gross per annum equivalent to FSN-9 (incl. allowance)  
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uzbekistan.  
Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 7. PLACE OF PERFORMANCE:** USAID/Uzbekistan, Tashkent
- 8. ELIGIBLE OFFERORS:** All HOST COUNTRY NATIONALS
- 9. SECURITY LEVEL REQUIRED:** FSN SBU
- 10. STATEMENT OF DUTIES:**

### **BASIC FUNCTION OF POSITION:**

This position is located in the USAID/Uzbekistan office in Tashkent, Uzbekistan. The job holder is a member of the USAID/Uzbekistan Strategy and Program Office (SPO) team. Under the direct supervision of the US Direct Hire (USDH) Program Office Director or his/her designee, the employee serves as the Program Development Assistant. SPO provides leadership and support on strategic planning, program and activity design and development, monitoring and evaluation, communications, program budget, as well as special issues and initiatives from USAID/Washington. SPO also keeps a pulse of major development trends in the region to inform new programming needs and reinforce learning.

USAID/Uzbekistan's Program Development Assistant will serve as a point of contact for the technical teams in their activity design efforts. As well, the job holder will provide leadership on cross-cutting issues for the Mission, including gender, youth, inclusive development, LGBTI, and private sector engagement. The job holder will be expected to coordinate Mission efforts in this space to ensure best development practices at the Mission are being followed. The job holder will coordinate cross-cutting efforts with other USAID offices in the region, counterparts in Washington, and partner organizations. The job holder may also serve as an Activity Manager for intermittent cross-cutting assessments and evaluations conducted by USAID/Uzbekistan.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **A. Activity Design Point of Contact (POC) for the Technical Teams**

**50%**

The job holder serves as the SPO specialist on activity design. The job holder provides advice and direction to technical offices on activity planning, design and implementation to maximize the development impact in the region in-line with U.S. Government policies and initiatives. The job holder ensures that the Mission Order on Activity Design maintains in alignment with Automated Directives System (ADS) changes and translates this Mission Order to technical teams in their design efforts, from the conceptual phase to the award of the activity. In addition, the job holder provides recommendations in shaping and developing strategic planning processes. The job holder provides recommendations and conceptual leadership in shaping and developing new programs and strategic planning processes as well as participates in project and activity designs and assessments. S/he is responsible for managing Uzbekistan's diverse program portfolio,

including activity design and approval processes, procurement tracking, and procurement planning. The job holder will also work closely with the SPO Monitoring and Evaluation specialist to assist technical teams as they develop activity Monitoring, Evaluation and Learning (MEL) Plans, results frameworks, and other management processes to assess impact and results achievement of all USAID/Uzbekistan programs, with the objective of better control and monitoring over projects and measurement of impact or results.

## **B. POC for Cross-Cutting Development Issues**

**50%**

The job holder serves as the Mission's cross-cutting issues point of contact. These cross-cutting development issues include gender, youth, inclusive development, LGBTI, and private sector engagement. As the crosscutting POC, the incumbent serves as reference point on these issues for Mission staff and activities. The job holder reviews and clears on USAID/Uzbekistan documents as it relates to these cross-cutting issues, including for example on activity designs, work plans, the Operational Plan, Performance Plan and Reports, Mission Resource Requests, strategy documents, solicitations, and more.

The job holder coordinates efforts with the Gender POCs as well as the other cross-cutting POCs in the other country offices in the region, other technical and programmatic colleagues, counterparts in Washington, and partner organizations. The job holder keeps abreast of the current developments in this space and proactively informs stakeholders of relevant Agency policy changes or updates. The job holder will serve as an Activity Manager for intermittent gender-related assessments and evaluations conducted by USAID/Uzbekistan.

The job holder provides advice and policy direction to technical teams and leadership on cross-cutting program planning, design, and implementation to maximize the development impact Uzbekistan in-line with U.S. government policies and initiatives. As well, the incumbent will assist with activity development on cross-cutting issues, providing guidance on USAID policy and strategic priorities to technical teams. Participates in technical procurement reviews when needed.

**Supervision Received:** The incumbent reports to and receives direct supervision from the USDH SPO Office Director or his/her designee.

**Supervision Exercised:** This is not a supervisory position.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** USAID/Central Asia Human Resources Office, e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**a. Education:** Bachelor's degree in Public Administration, Business, International Relations, or a relevant field is required.

**b. Prior Work Experience:** Minimum five years of professional experience related to development, business, advocacy, health care or education sectors, whether private sector or government, which demonstrates increasing responsibility.

**c. Language Proficiency:** Level IV (fluent) knowledge of English and Russian languages is required. Level III (good working) knowledge of Uzbek language skills is also required. Demonstrated strong English writing skills are essential.

**d. Job Knowledge:** Thorough understanding of the development prospects, priorities and resources of the Central Asian countries is required. Must also have a good knowledge, or the potential to acquire such knowledge, of US Government (USG) legislation relating to development assistance, USAID programming policies, regulations, procedures and documentation. General knowledge of development principles.

**e. Skills and Abilities:** The job holder must have the ability to identify, obtain and put on paper development-related data, including activity design processes, in a concise written and oral form. Must be able to critically review technical performance and reports and provide analysis and comment. Competency with Microsoft Office, work processing and other office equipment is required. Assigned duties demand innovative thinking, good judgement, and personal initiative. Communication skills, both written and oral, must be strong. The job holder must be able to work with others in a collegial and effective fashion.

### **III. EVALUATION AND SELECTION FACTORS**

Applicants will be evaluated against the following criteria:

1. Education (10 points)
2. Prior Work Experience (20 points)
3. Language Proficiency (20 points)
4. Job Knowledge (30 points)
5. Skills and Abilities (20 points)

### **IV. PRESENTING AN OFFER**

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Thursday, December 23, 2021** via e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/Uzbekistan reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

## **VI. BENEFITS/ALLOWANCES**

According to Local Compensation Plan.

## **VII. TAXES**

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.